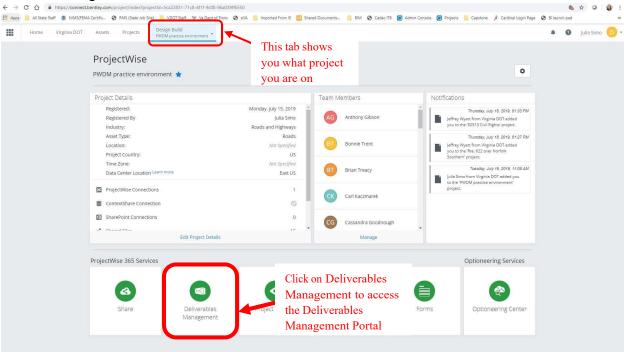
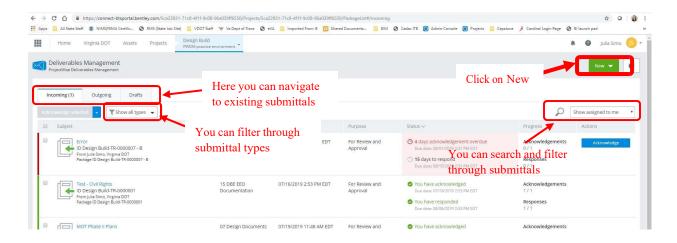


 From the Project Portal/ CONNECT Center; navigate to the Deliverables Management Portal

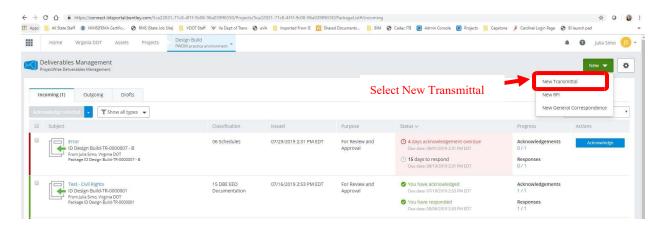


 On the Deliverables Management Portal, to create a NEW AND OFFICIAL SUBMITTAL

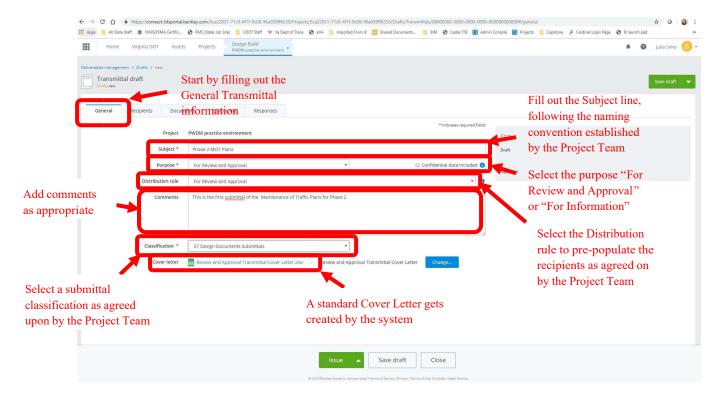




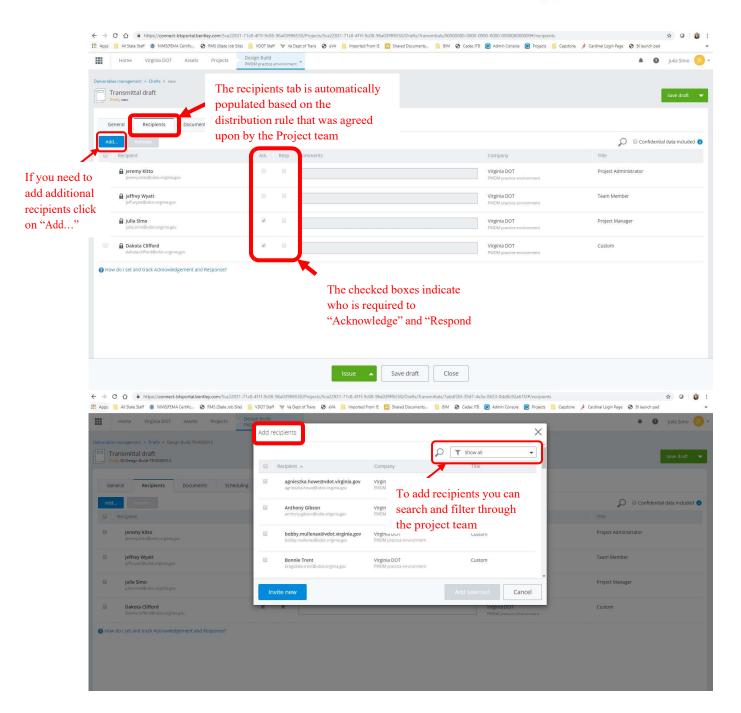
Select New Transmittal



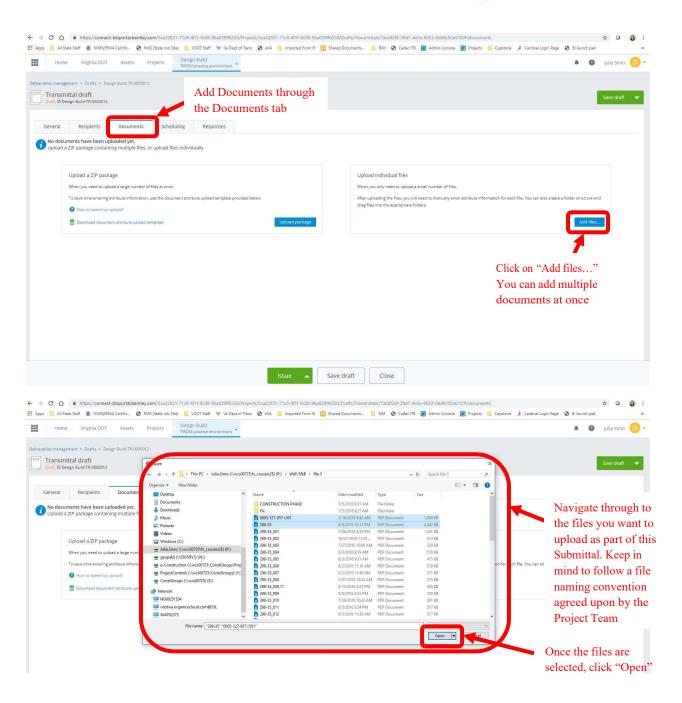
Follow the next steps to create an official submittal



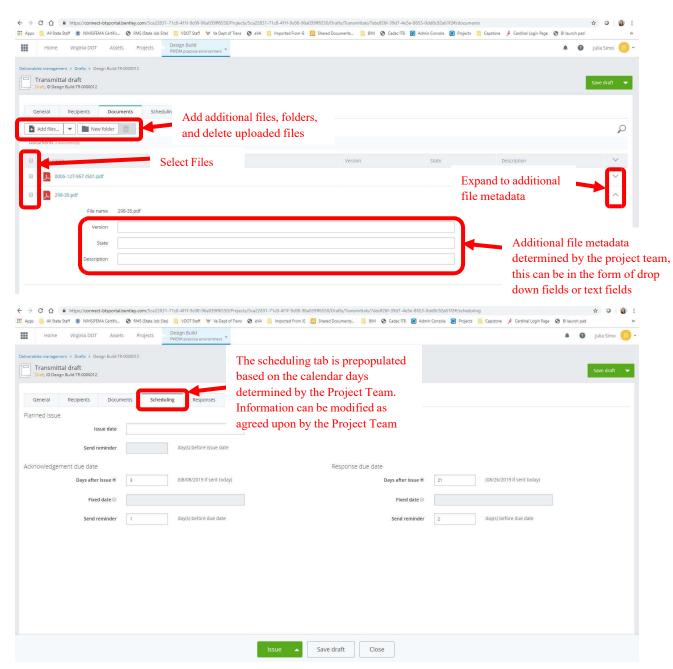






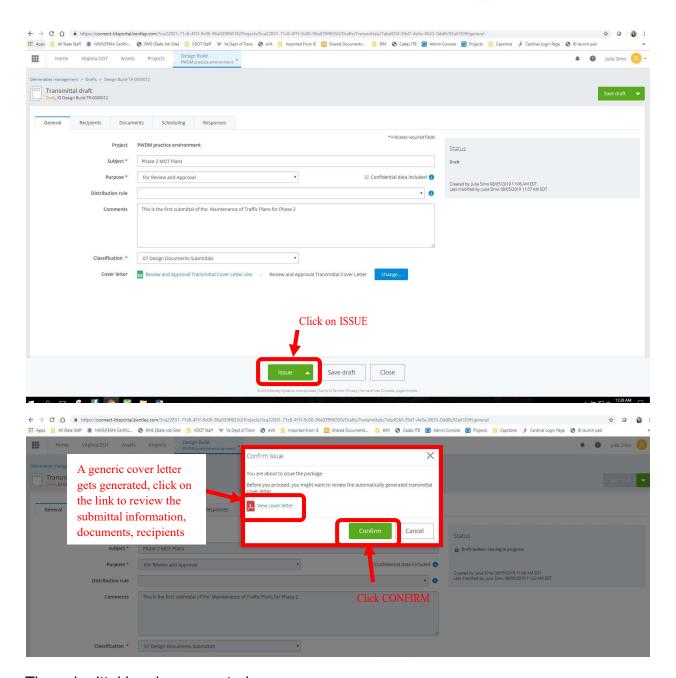






Once the submittal is ready click on ISSUE





The submittal has been created.

The recipients that were identified will be receiving a generic email that lets them know a submittal came through.

You will be able to view your submittal on the "outgoing" tab and you will receive an email once there is a new action in the submittal. To view the details and status of the submittal, follow the steps below.



 Click on the Outgoing Tab and navigate to the submittal you want to see details for

